

**RESOLUTION BY
CITY UTILITIES COMMITTEE**

01- 2 -1958

A RESOLUTION AUTHORIZING THE MAYOR TO APPROVE AN AMENDED NOTICE TO PROCEED FOR CH2M HILL/TOC, INC., A JOINT VENTURE, FOR INFRASTRUCTURE SEWER CAPITAL PROJECTS, FOR FC-6710-96A, ANNUAL ARCHITECTURAL AND ENGINEERING SERVICES, IN AN AMOUNT NOT TO ONE MILLION EIGHT HUNDRED EIGHTY NINE THOUSAND ONE HUNDRED FORTY SEVEN DOLLARS AND NO CENTS (\$1,889,147.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBERS: 1C33 574001 M24I014892BB; 1C33 524001 M24I014892BB; 1C33 524001 M22F016192BA; 1C37 574001 M22F016192BA; 1C39 574001 M24I014892BB; 1C39 574001 M22F016192BA.

WHEREAS, the Department of Public Works is in need of professional services for the Infrastructure Sewer Capital Projects Program for an additional twelve (12) month period; and

WHEREAS, the Consultant has previously performed said services satisfactorily; and

WHEREAS, the Commissioner of the Department of Public Works and the Director of the Bureau of Purchasing and Real Estate have recommended that an amended notice to proceed be issued to CH2M Hill/TOC, Inc., A Joint Venture, for Infrastructure Sewer Capital Projects for FC-6710-97A, Annual Architectural and Engineering Services, in the amount of One Million Eight Hundred Eighty Nine Thousand One Hundred Forty Seven Dollars and No Cents (\$1,889,147.00).

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor approve an amended notice to proceed with CH2M Hill/TOC, Inc., for Professional Services for Infrastructure Sewer Capital Projects, for FC-6710-97, Annual Architectural and Engineering Services in an amount not to exceed One Million Eight Hundred Eighty Nine Thousand One Hundred Forty Seven Dollars and No Cents (1,889,147.00).

BE IT FURTHER RESOLVED, that the Director of the Bureau of Purchasing and Real Estate be and is hereby directed to prepare and execute an appropriate notice to proceed approved by the Mayor.

BE IT FURTHER RESOLVED, that this contractual agreement shall not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

BE IT FURTHER RESOLVED, that all services for said contracted work shall be charged to and paid from fund, account and center numbers: 1C33 574001 M24I014892BB; 1C33 524001 M24I014892BB; 1C33 524001 M22F016192BA; 1C37 574001 M22F016192BA; 1C39 574001 M24I014892BB; 1C39 574001 M22F016192BA.

bpre 11142001



BILL CAMPBELL
MAYOR


CITY OF ATLANTA
68 MITCHELL ST, SW, ATLANTA, GEORGIA 30335-0324
SUITE 4700, CITY HALL - SOUTH
(404) 330-6240
FAX (404) 658-7552
email: publicworks@ci.atlanta.ga.us

DEPARTMENT OF PUBLIC WORKS
Norman A. Koplon, P.E.
Interim Commissioner
David Peters, P.E.
Deputy Commissioner
John W. Griffin, Jr.
Deputy Commissioner
Gerney Ingram-Reid
Deputy Commissioner

October 29, 2001

MEMORANDUM

To: Felicia Strong-Whitaker, Director
Bureau of Purchasing and Real Estate

Fr: Ladun Esan, P.E., Infrastructure Manager 
Department of Public Works

RE: CH2M Hill/TOC, Inc., JV, Professional Services for Infrastructure Sewer Capital Projects
Annual Contract for Architectural and Engineering Services
AMENDMENT NO. 2 - FC-6710-96A

Attached please find the proposal from CH2M Hill/TOC, Inc., JV to provide costs for a twelve (12) month extension of professional services for the Infrastructure Sewer Capital Projects.

In addition to professional costs, the proposal consists of projected fees for Right of Way Acquisition, Public Involvement Initiative, Interim coordination for roads, streets, bridges and storm water programs to include MIS and program coordination; and the cleaning services for the program team office space.

The Department of Public Works has reviewed the proposal and finds it acceptable. We recommend that an Amendment No. 2 to the original contract be approved in an amount not to exceed One Million Eight Hundred Eighty Nine Thousand One Hundred Forty Seven Dollars and No Cents (\$1,889,147.00). We ask that the Bureau of Purchasing and Real Estate prepare appropriate legislation for Council approval.

If you have any questions or comments, I may be reached at extension 6526.

Attachment(s):

Cc: Norman Koplon, P.E., DPW
David Peters, P.E., DPW
Ade Abon, P.E., DPW
Willie Canidate, DPW
Vivian Chapman, DPW
Pamela Lewis, BPRE
Susan Bronston Sullivan, OCC
Bruce Bell, OCC
Eskender Abebe, CH2M Hill/TOC, JV
File



CH2MHILL

TOC, INC.

a joint venture

**115 Perimeter Center Place, NE, Suite 700
Atlanta, Georgia 30346-1278
770-604-9095
fax 770-604-9183**

**133 Carnegie Way, Suite 600
Atlanta, Georgia 30303
404-525-1370
fax 404-525-1376**

August 21, 2001

Ladun Esan, P.E.
Infrastructure Planning Group, Program Director
City of Atlanta, Department of Public Works
675 Ponce De Leon Avenue, Suite 4300
Atlanta, GA 30308

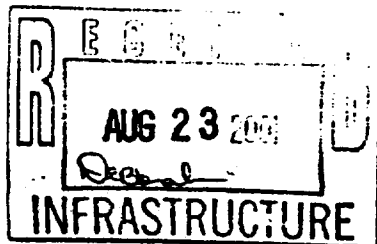
**Re: Annual Contract for Architectural and Engineering Services, FC-6710-96A
CH2M Hill/TOC, Inc, A Joint Venture
Capital Improvement Program Management
Request for Contract Amendment No. 2**

Mr. Esan,

This request for amendment is to provide professional services to the City of Atlanta for the completion of sanitary sewer and other infrastructure projects currently under construction or in the design phase.

The table below shows the summary of the cost proposal and Attachment A details the cost and hour breakdown for your review and approval.

CH2M Hill/TOC	\$ 1,292,032
Smith Real Estate Services	\$ 456,092
Paragon Productions	\$ 28,434
E.R. Mitchell	\$ 74,400
Sub-consultant Total	\$ 568,681
Sub-consultant fees at 5%	\$ 28,434
Total Amendment No. 2	\$ 1,889,147





CH2MHILL

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404-525-1370
fax 404-525-1376**

July 27, 2001

Ladun Esan, P.E.
Infrastructure Planning Group, Program Director
City of Atlanta, Department of Public Works
675 Ponce De Leon Avenue, Suite 4300
Atlanta, GA 30308

**Re: Annual Contract for Architectural and Engineering Services, FC-6710-96A
CH2M Hill/TOC, Inc, A Joint Venture
Capital Improvement Program Management
Request for Contract Amendment No. 2**

Mr. Esan,

This Contract Amendment request is to provide program management services to the City of Atlanta for the Storm Drainage and Erosion & Flood Control projects (Part A) and Bridges and Streets projects (Part B).

As Program Managers for the Sanitary Sewer Improvement Projects, the joint venture of CH2M Hill/TOC, Inc. has worked closely with City engineers and contractors and is familiar with City of Atlanta's standard procedure.

Per our previous meetings, this additional work will be for a period of 12-months starting from July 1, 2001. Through our existing contract, we have provided an Administrative Assistant for the Bridges and Streets program and two Inspectors for the Storm Drainage and Erosion & Flood Control program. A detailed description of the services to be provided for the two new programs is in Attachment A.

CH2M Hill/TOC will also provide one full-time Systems Administrator to maintain and manage the computer network at City Hall East and to support individual workstations. Beverly Hargrove, the current Systems Manager will remain a subcontractor to CH2M Hill/TOC, Inc. on a part time basis. He will provide support to maintain custom written software and assist in program wide report generation.

Smith Real Estate Services and Paragon Productions have overrun the estimated budget in Contract Amendment 1 because of the additions of Veterans Hospital Trunk Sewer and Indian Creek Sanitary Sewer Improvement. The City also requested additional services on existing Capital Improvement projects, such as the Virginia Place access road and the Tenth Ward Sanitary Sewer realignment.

Smith Real Estate Services, as a subcontractor to CH2M Hill/TOC, will secure and maintain properties acquired by the City of Atlanta for the Roxboro Road widening project. A total of 8 properties will be boarded, locks changed, trash cleaned up and a one-time landscaping done. A bi-monthly landscaping and lawn care at \$150.00 per visit and a weekly exterior inspection at \$ 50/ per week will be provided by SRES. The City Project Engineer will approve all maintenance and inspection report. This will be done for a six-month period or the start of construction, whichever comes first.

Proposed fees and estimated labor-hours for the additional services are included in Attachment C.

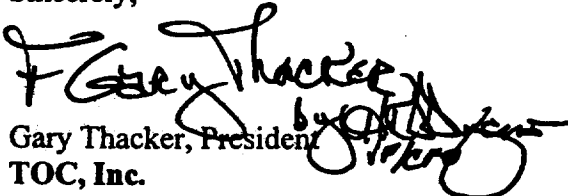
Proposed fees and estimated labor-hours for these services are included in Attachment B, tables 1 thru 5. The hourly billing rates used in this proposal are consistent with our contract FC-6710-96A.

Total Amount

CH2M Hill/TOC	\$ 1,292,032
Smith Real Estate Services	\$ 456,092 ✓
Paragon Productions	\$ 28,434
E.R. Mitchell	\$ 74,400
Sub-consultant Total	\$ 568,681
Sub-consultant fees at 5%	\$ 28,434
Total Amendment No. 2	\$ 1,889,147

The total amount of this amendment is One Million Eight Hundred Eighty Nine Thousand One Hundred Forty Seven Dollars (1,889,147.00). If you have any questions, please call Eskender Abebe at (404) 853-7517 or myself at (404) 525-1370.

Sincerely,


Gary Thacker, President
TOC, Inc.

Cc: Ade Abon, P.E., COA Harry Myers, TOC Angela Roberts, P.E., CH2M
Eskender Abebe, P.E., TOC Jim Wilmouth, SRES Lou Walker, Paragon

Attachment A

Part A – Storm Drainage and Erosion & Flood Control

The City of Atlanta currently has numerous ongoing storm drainage and erosion & flood control projects. These projects are divided into two groups, the first group includes emergency projects that are required to alleviate existing flooding problems and the second group includes design and bid projects to prevent further stream bank erosion. The City uses the services of its annual contractor for the projects in the first group and bids and awards projects in the second group.

CH2M Hill/TOC proposes to provide four full-time Inspectors and a Project Engineer for this Program.

Project Team

Inspectors

The full-time inspectors will provide services for the full duration of this contract modification (12-months) at a billing rate of \$ 85/hour. Inspection services include:

- a. Maintain a daily construction report
- b. Review Contractor's daily written reports of work performed
- c. Coordinate material testing with annual contractor
- d. Update construction plans as necessary for design projects
- e. Monitor the contractor for the quality of work
- f. Inform City and Design Engineers of any deviation from the contract documents and submittals approved by the Engineer
- g. Verify progress payment estimate application submitted by the Contractor by actual measurement or from the daily construction report
- h. Maintain a daily complaints reports and inform City Engineer
- i. Inform City Engineer of any pending neighborhood issues, such as construction noise, traffic control, and work area safety and erosion control
- j. Take construction progress pictures
- k. Attend progress meetings

Part B - Bridges and Streets Improvement Program

The City of Atlanta currently has a total of six bridge and streets projects either in final design or construction phase. CH2M Hill/TOC proposes to provide one full-time Inspector/Engineer and an Administrative Assistant.

Project Team

Program Manager

The Program Manager will oversee the overall performance of the project team. The PM will perform work on an as needed basis, not to exceed 100 hours for the duration of this modification. The billing rate for the PM will be \$104/hour.

The services provided by the PM include:

- a. Monitor the schedule and budget of each project
- b. Review final bid documents and plans
- c. Review contractor and consultant invoices
- d. Assist the City in the preparation of change orders if necessary
- e. Inform the City of any major issues that could potentially impact the schedule and budget of the project

Engineer/Inspector

The full-time Engineer/Inspector will provide services for the full duration of this contract modification (12-months) at a billing rate of \$ 85/hour.

- I. Construction Inspection Services.
 - a. Maintain a daily construction report
 - b. Review Contractor's daily written reports of work performed
 - c. Coordinate material testing with annual contractor
 - d. Update construction plans to show as-built conditions
 - e. Monitor the contractor for the quality of work
 - f. Inform City and Design Engineers of any deviation from the contract documents and submittals approved by the Engineer
 - g. Verify progress payment estimate application submitted by the Contractor by actual measurement or from the daily construction report
 - h. Inform City Engineer of any pending neighborhood issues, such as construction noise, traffic control, and work area safety
 - i. Attend progress meetings
- II. Coordinate the right of way acquisition and plat preparation with Smith Real Estate Services and Design Engineer.
- III. Review construction documents and plans for compliance with City of Atlanta standards prior to bidding.

Administrative Assistant

The Administrative Assistant will work as an office support for the City Engineer and Inspectors for the full duration of this contract modification (12-months) at a billing rate of \$47/hour. Administrative duties include:

- a. Preparing letters, memos, and correspondences as directed by Engineer.
- b. Maintaining a proper document control system for electronic and hard copies.
- c. Answering phones, attending meetings and preparing minutes.

Attachment B

Storm Drainage and Erosion & Flood Control Program

Table 1.0	Billing Rate	Est. Hours	Total Fees
Program Manager	\$ 104.00	100	\$ 10,400
Inspectors (4) ¹	\$ 85.00	8,320	\$ 707,200
Document Control Clerk	\$ 47.00	2,080	\$ 97,760
Direct Project Expenses ²			\$ 6,912
Total Amount			\$ 822,272

Bridges and Streets Improvement Program

Table 2.0	Billing Rate	Est. Hours	Total Fees
Program Manager	\$ 104.00	100	\$ 10,400
Engineer/Inspector	\$ 85.00	2,080	\$ 176,800
Admin. Assistant	\$ 47.00	2,080	\$ 97,760
Direct Project Expenses			\$ 2,000
Total Amount			\$ 286,960

Systems Administration at City Hall East

Table 3.0	Billing Rate	Est. Hours	Total Fees
Systems Manager	\$ 85.00	2,080	\$ 176,800
Supplies ²			\$ 6,000
Sub-total			\$ 182,800
E.R. Mitchell	\$ 93.00	800	\$ 74,400
Total Amount			\$ 257,200

1. Four Inspectors at 2,080 hours each for 12 months.
2. Direct Project Expenses include mileage, parking, reproduction and equipments such as camera, films, and telephones. Mileage for Table 1.0 is estimated to be 20 miles per Inspector per day at \$ 0.32 per mile.
3. Supplies for System Administration include computer software and hardware.

Attachment C

Smith Real Estate Services

Table 4.0	Smith Real Estate Easement Acquisition		
2000	Budgeted	Billed	Adjustment
October	\$ 40,000	\$ 40,078	\$ (78)
November	\$ 60,000	\$ 57,861	\$ (2,139)
December	\$ 60,000	\$ 36,142	\$ 23,858
2001			
January	\$ 100,000	\$ 80,622	\$ 19,378
February	\$ 100,000	\$ 88,762	\$ 11,238
March	\$ 100,000	\$ 126,233	\$ (26,233)
April	\$ 100,000	\$ 177,831	\$ (77,831)
May	\$ 100,000	\$ 124,086	\$ (24,086)
June	\$ 100,000	\$ 101,177	\$ (1,177)
July	\$ 60,000	\$ 60,000	-
August	\$ 60,000	\$ 60,000	-
September	\$ 60,000	\$ 60,000	-
Total Budget Overrun			\$ 112,792

Table 4.1	PM ¹	Closings ²	Direct Cost ³
Roxboro Road Widening, No. 9219 (2)	\$ 6,000	\$ 3,650	\$ 1,650
Roxboro Road Widening, No. 9219 (4)	\$ 16,000	\$ 9,200	\$ 4,000
Fairburn Road at CSX	\$ 6,000	\$ 3,650	\$ 1,650
Campbelton Road, Phase II	\$ 2,150	\$ 1,850	-
Campbelton Road, Phase IIA	\$ 7,200	\$ 4,600	\$ 15,600
M.L.K, Phase 2	\$ 48,600	\$ 36,000	\$ 132,300
Sub-total Amount	\$ 85,950	\$ 58,950	\$ 155,200
Total Additional Services			\$ 300,100

Table 4.2	PM	Boarding	Maintenance
Property Maintenance, 8 Houses	\$ 4,800	\$ 22,400	\$ 16,000
Total Additional Services			\$ 43,200

1. Direct Cost includes title work, appraisals and negotiations.
2. Closing Cost includes attorney fees, title insurance, recording fees, pre and post closing update fees.
3. Roxboro Road widening City owned property maintenance is for 6 months duration with a one-time fee of \$ 2,800 per house for securing the property.

Paragon Productions

Table 5.0	Paragon Productions Public Involvement		
2000	Budgeted	Billed	Adjustment
October	\$ 15,000	\$17,803	\$ (2,803)
November	\$ 15,000	\$ 13,187	\$ 1,813
December	\$ 15,000	-	\$ 15,000
2001			
January	\$ 15,000	\$ 20,125	\$ (5,125)
February	\$ 15,000	\$ 20,829	\$ (5,829)
March	\$ 15,000	\$ 28,623	\$ (13,623)
April	\$ 12,000	\$ 15,743	\$ (3,743)
May	\$ 12,000	\$ 15,321	\$ (3,321)
June	\$ 10,000	\$ 17,558	\$ (7,558)
July	\$ 10,000	\$ 15,000 ¹	\$ (5,000)
August	\$ 8,000	\$ 12,000 ¹	\$ (4,000)
September	\$ 8,000	\$ 12,000 ¹	\$ (4,000)
Total Budget Overrun			\$ (38,189)

1. Estimated budget for the remainder of Amendment no. 1

**TRANSMITTAL FORM FOR LEGISLATION
PUBLIC IMPROVEMENT PROGRAM**

TO: MAYOR'S OFFICE

GREG PRIDGEON



Commissioner's Signature



Director's Signature

Originating Department DPW/Purchasing

Contact Person: Pamela Lewis x 6379
Marie Pope 853-7503

Committee(s) of Purview City Utilities
Committee

Council Deadline November 12, 2001

Committee Meeting Dates(s) November 27, 2001

Full Council Date December 3, 2001

CAPTION:

TO AUTHORIZE THE MAYOR TO APPROVE AN AMENDED NOTICE TO PROCEED FOR CH2M HILL/TOC, INC., A JOINT VENTURE, FOR INFRASTRUCTURE SEWER CAPITAL PROJECTS, FC-6710-96A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES, IN AN AMOUNT NOT TO EXCEED ONE MILLION EIGHT HUNDRED EIGHTY NINE THOUSAND ONE HUNDRED FORTY SEVEN DOLLARS AND NO CENTS (\$1,889,147.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE FOLLOWING FUND, ACCOUNT AND CENTER NUMBERS: 1C33 574001 M24I014892BB; 1C33 524001 M24I014892BB; 1C33 524001 M22F016192BA; 1C33 574001 M22F016192BA; 1C39 574001 M24I014892BB; 1C39 574001 M22F016192BA.

FINANCIAL IMPACT (if any)

Mayor's Staff Only

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Received by Mayor's Office:

11/16/01
(date)

Reviewed by:


initials)

(date)

Submitted to Council:

(date)

Action by Committee:

____ Approved ____ Adverse ____ Held ____ Amended
____ Substitute ____ Referred ____ Other

**BUREAU OF PURCHASING AND REAL ESTATE
LEGISLATION SUMMARY**

TO: CITY UTILITIES COMMITTEE

CAPTION: A resolution authorizing the Mayor to approve an amended notice to proceed for CH2M Hill/TOC, Inc., A Joint Venture, for Infrastructure Sewer Capital Projects, FC-6710-96A, Annual Contract for Architectural and Engineering Services in an amount not to exceed One Million Eight Hundred Eighty Nine Thousand One Hundred Forty Seven Dollars and No Cents (\$1,889,147.00). All contracted work shall be charged to and paid from fund, account, and center numbers: 1C33 574001 M24I014892BB; 1C33 524001 M24I014892BB; 1C33 524001 M22F016192BA; 1C37 574001 M22F016192BA; 1C39 574001 M24I014892BB; 1C39 574001 M22F016192BA.

**REQUESTING
DEPARTMENT:** Department of Public Works

CONTRACT TYPE: Professional Services

**SOURCE
SELECTION:** N/A

BID OPENING: N/A

**INVITATIONS
ISSUED:** N/A

**PROPOSALS
RECEIVED:** N/A

BACKGROUND: CH2M Hill/TOC, Inc., A Joint Venture, is currently providing professional services for the Infrastructure Sewer Capital Projects under the Annual Contract for Architectural and Engineering Services. It is necessary to extend these services for an additional twelve (12) months. In addition to professional services, right of way acquisition, public involvement initiatives, interim coordination for the roads, streets, bridges and storm water programs are also provided for in this amended notice to proceed.

SOURCE OF FUNDING: BOND PROGRAM

**EVALUATION TEAM
COMPOSITION:** DPW, BPRE